DMHRSi Project & Tasks - DoD Batch & Timecard Status Report

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MEPRS FUNDAMENTALS: PROCESSES AND IMPACT

OUTLINE

Section 1: DMHRSi Project

- Creating a new project
- Setting Up or Modifying an existing project

Section 2: DMHRSi Tasks

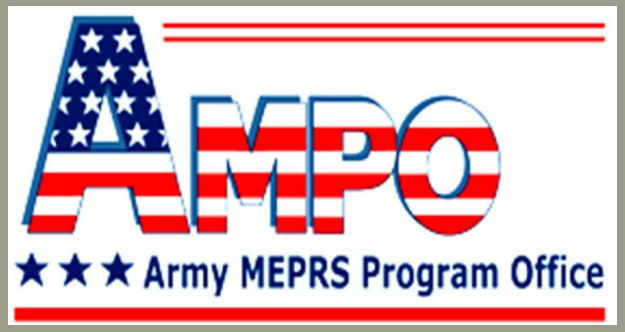
- Adding new tasks to a project
- Editing existing tasks

Section 3: Timecard Compliance

- Generating the DoD Batch & Timecard Compliance report
- Reviewing the report and resolving discrepancies

Section 4: Reporting Issues & Obtaining Help

- Account Requests
- Reporting Timecards Stuck/Locked in Submitted Status



DMHRSi project

Section 1

What is a DMHRSi Project

The DMHRSi project is:

- Comprised of all of the tasks grouped by Parent DMIS ID.
- Composed by a series of seven numerical characters

i.e. 1000888

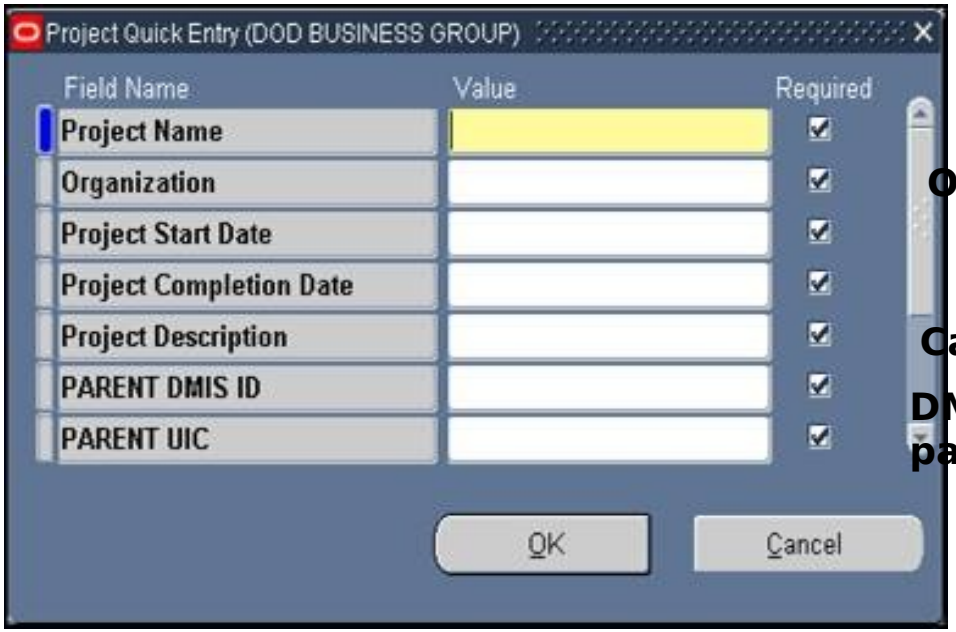
Creating a new project

A new project number is generated by the Army MEPRS Program Office (AMPO) each Fiscal Year:

- Sites will receive their FY12 Project Numbers no later than 30 August 2011

Creating a new project

The generation of a new project number requires the following data elements:



Example

Owning "Organization"

01-OCT-YYYY

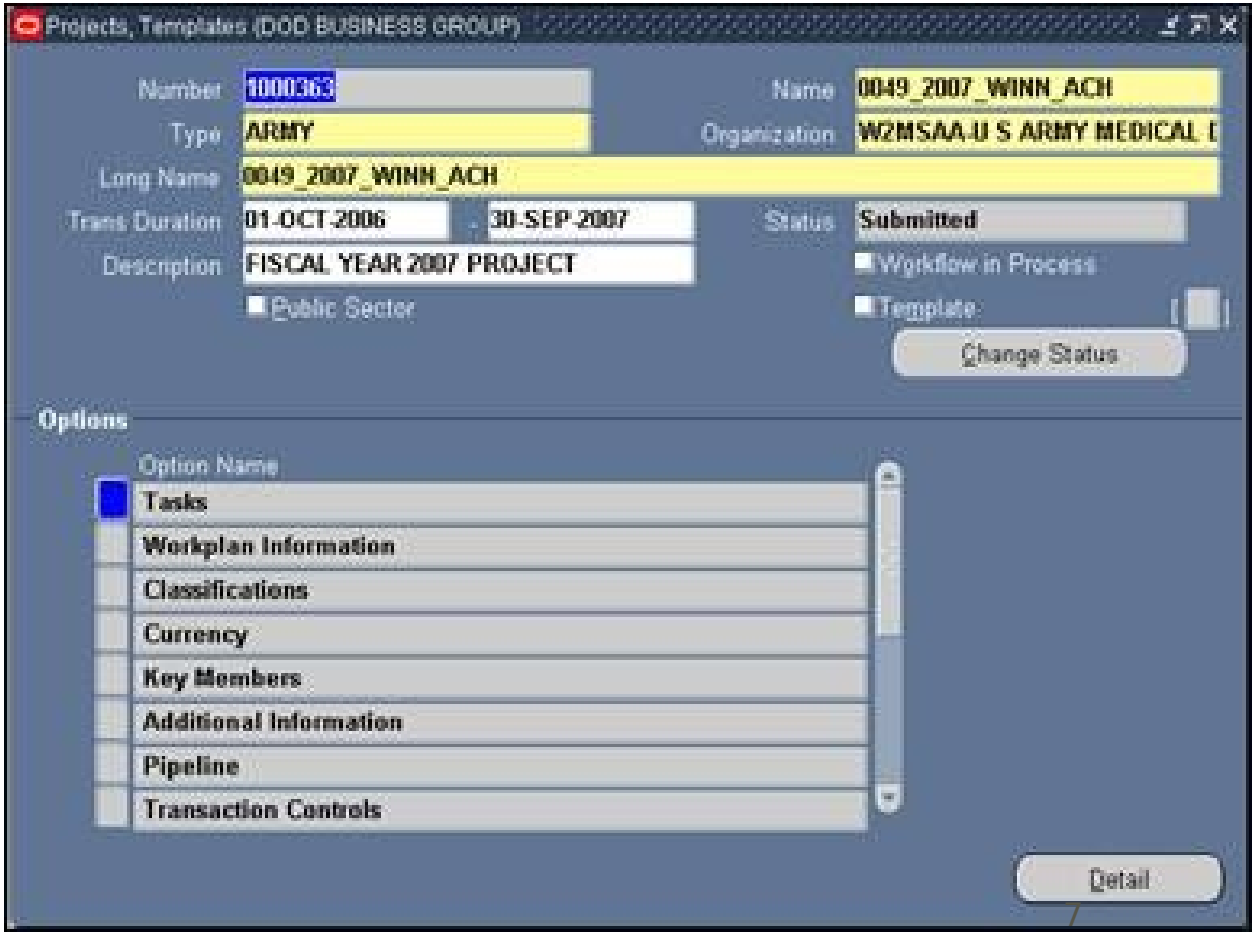
30-SEP-YYYY

Can be up to 250 characters

DMIS ID & UIC associated with the parent facility

Creating a new project

Below is the Project Summary Screen:



Setting Up or Modifying an Existing Project

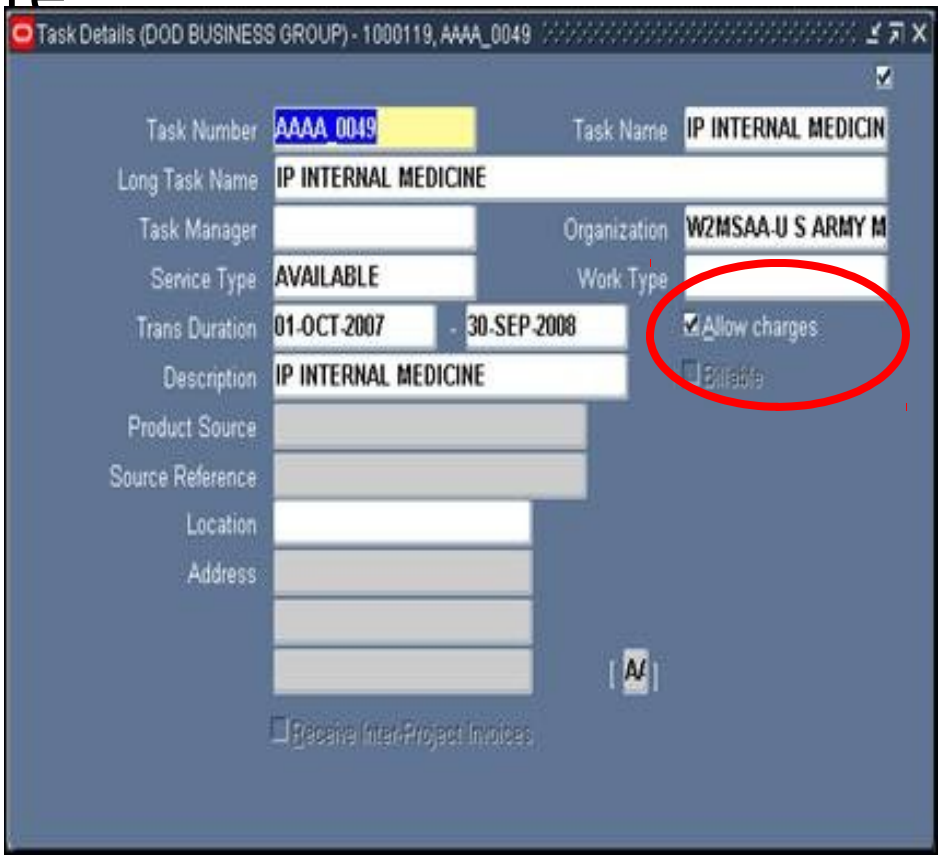
The site's MEPRS Office is responsible for ensuring the accuracy of tasks for new projects:

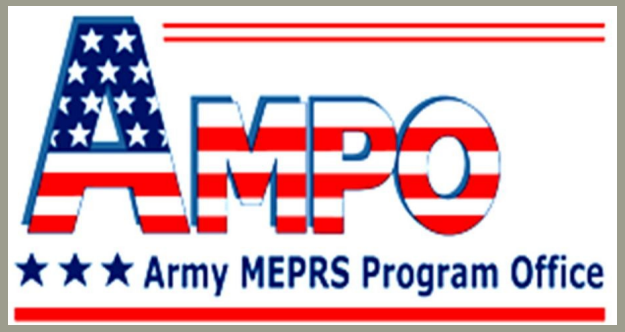
1. Ensuring that tasks end-dated during previous fiscal years are deleted,
2. Ensuring tasks are added or deleted in accordance with AMPO new fiscal year guidance, and
3. Verify chargeable and non-chargeable tasks.

**Instructions on the validation of tasks will be forwarded to the site NLT 1 September of each year.

DMHRSi Tasks

Observe the figure:





DMHRSi Tasks

Section 2

DMHRSi Tasks

DMHRSi tasks are equal to functional cost codes (FCC/MEPRS Codes) which IAW DoD 6010.13-M are:

"Standard cost accounting elements that uniformly labels a work/cost center in the DoD Military Health System (MHS) with a four-digit alphanumeric code." (p. 11)

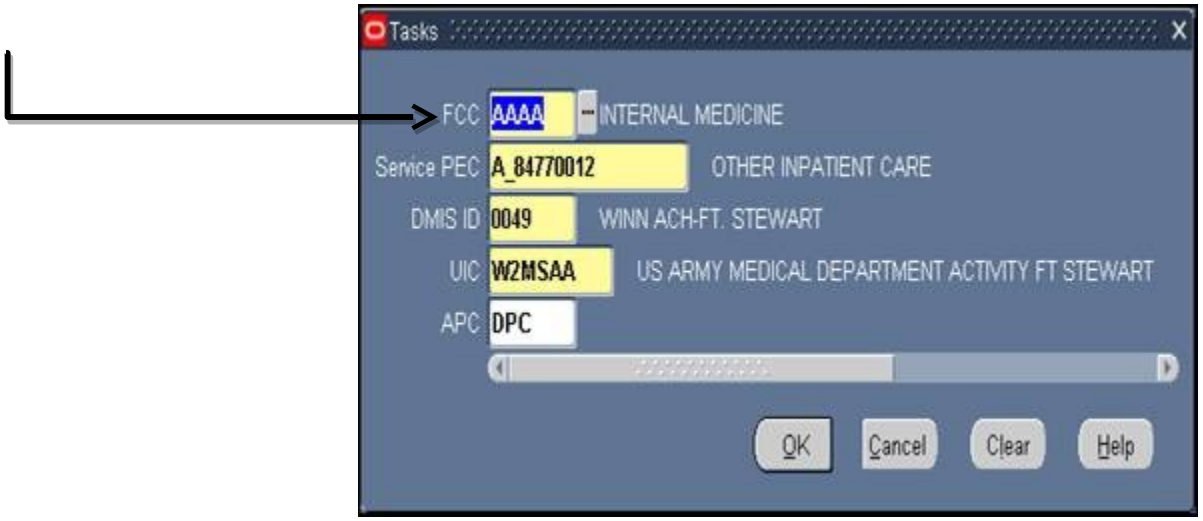
DMHRSi Tasks

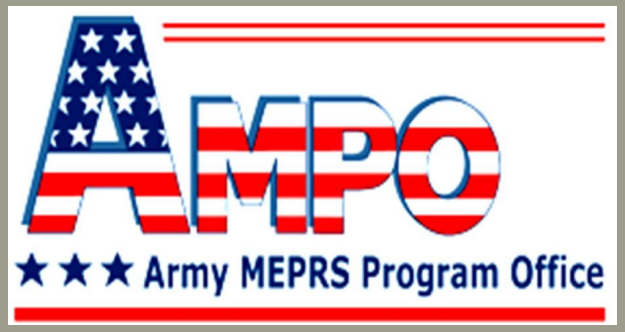
When setting up the MTF's new FY project, special consideration must be made to the structure of the tasks:

1. When a 4th level task is added, the system automatically makes the 3rd level non-chargeable. 3rd level FCCs that are not being used must be listed as non-chargeable. 3rd level tasks do not have the proper coding to interface into the EAS Create file.
2. Tasks/FCCs must be added or deleted IAW the FY guidance each year.

DMHRSi Tasks

If your tasks is AAAA_0049 the FCC & DMIS ID populated in the task detail form must match this task's characters as shown in the figure





Timecard Compliance

Section 3

Timecard Compliance

The man-hour data interfacing to EAS comes from DMHRSi and as such, DMHRSi Timecard Compliance is instrumental in order to ensure the accuracy/timeliness of the final monthly processes.

Sites are responsible for ensuring that all timecards are submitted and in “approved” status before transmitting their MEPRS data. If all timecards are not submitted the data transmitted is incomplete which negatively impacts the MTF.

DoD Batch and Timecard Compliance Report

The report is a valuable tool and gives the MEPRS staff visibility of the status of timecards by:

- Allowing the user to export the report data from DMHRS*i* and pull it up in an Excel format.
- Report can be run for one pay period or multiple pay periods, as well as by Organization Parent DMIS ID or Group Parent DMIS ID (one of the two not both).
- Provides visibility of all personnel assigned/working in workcenters

Review a current report

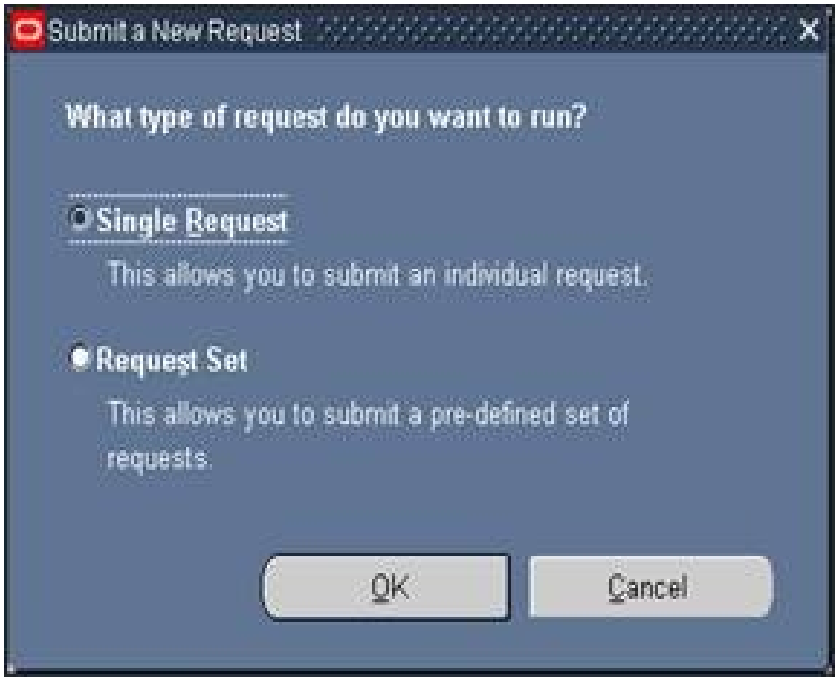
- Exercise:
  - Running and downloading a report to an Excel Document
  - Reviewing the Report to highlight discrepancies
  - Login to DMHRSi:
    - https://dmhrsi.csd.disa.mil

Generating & Reviewing the Report

Using the LCA Specialist, LCA Manager or DMHRSi LCA Exceptions Manager role (AMPO recommends using the LCA Manager role) schedule the report to run by selecting the "Submit Processes and Reports" option from the Processes and Reports menu as shown bel

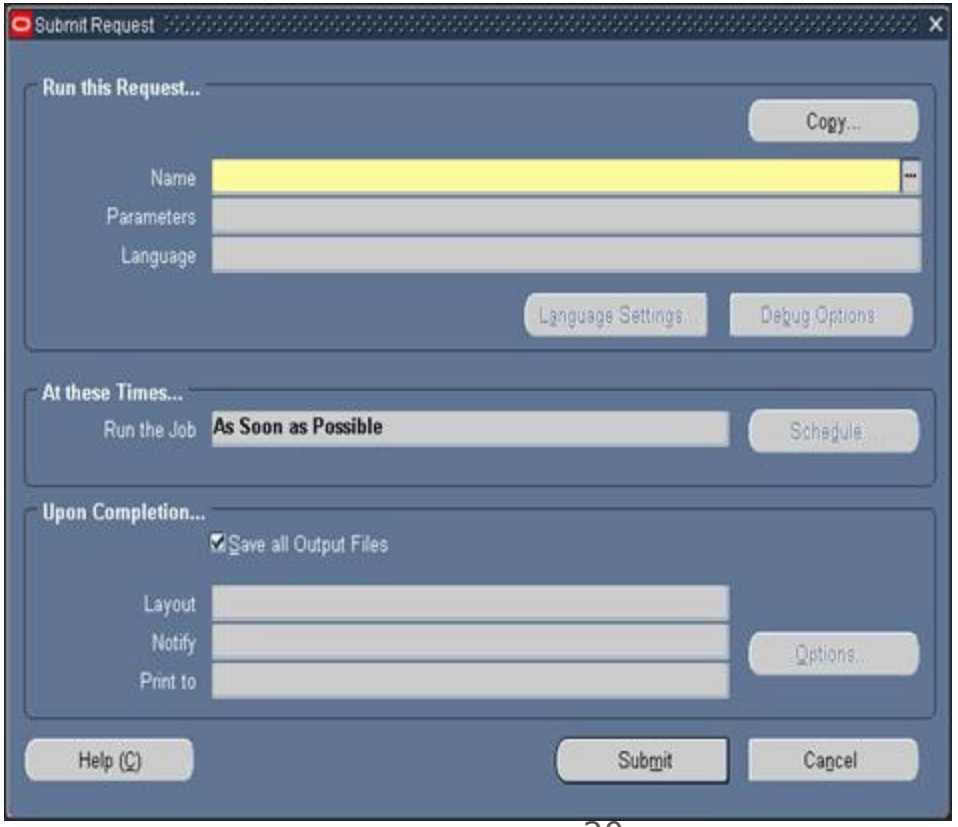
Generating & Reviewing the Report

Select a single request and click on the “OK” button


Submit a New Request
What type of request do you want to run?
Single Request
This allows you to submit an individual request.
Request Set
This allows you to submit a pre-defined set of requests.
OK
Cancel

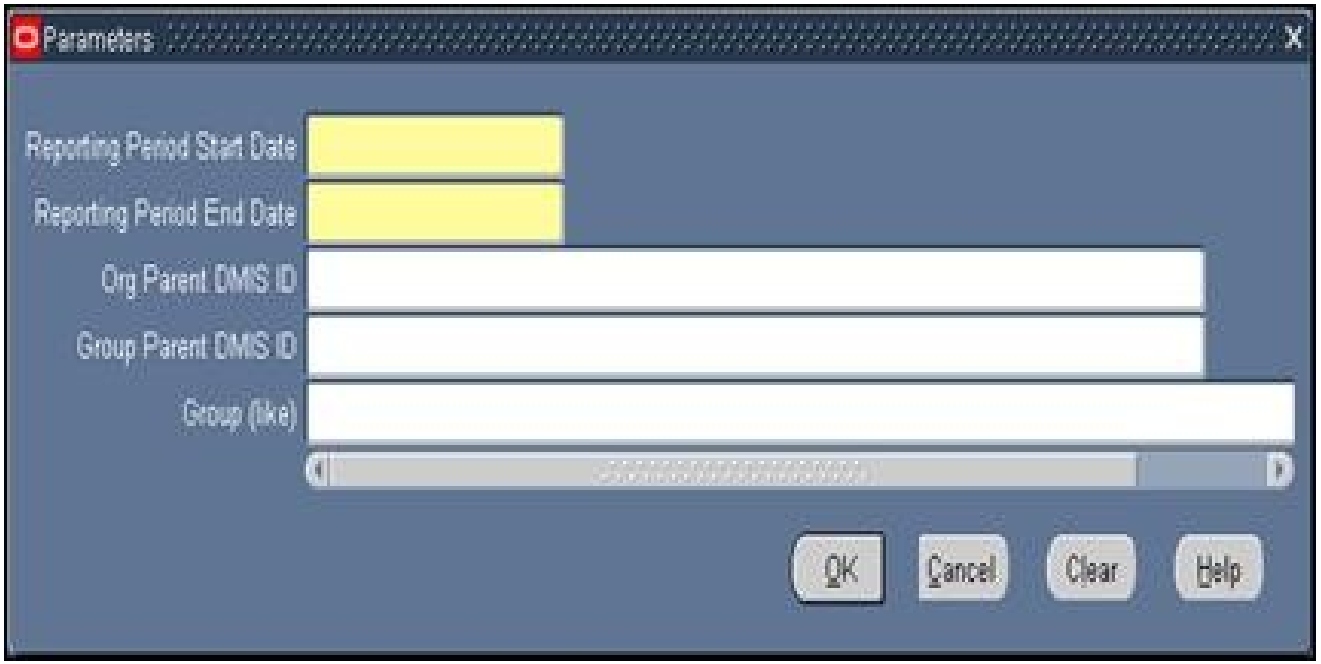
Generating & Reviewing the Report

Enter “DoD BATCH%” on the name field and press the Tab Key



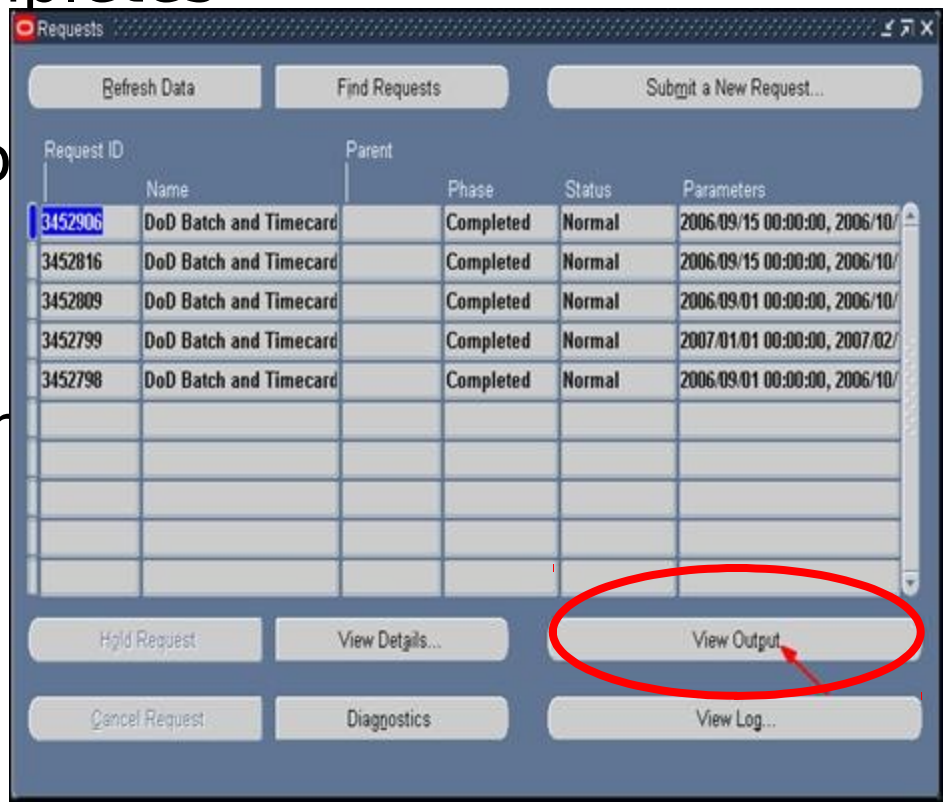
Generating & Reviewing the Report

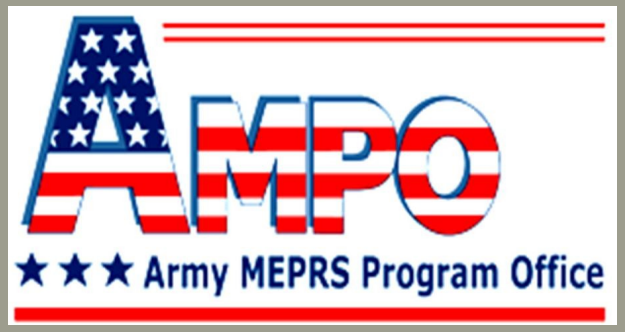
The parameters screen will pop-up for you to enter your query criteria:



Generating & Reviewing the Report

When the report completes you can click on the "View Output" button and export/save the report. Open Excel, find the file and open it in Excel:





Reporting Issues & Obtaining Help

Section 4

Account Requests: through TMA Help Desk

1. Request for Employee Self Service and LCA Timekeeper Specialist:
    1. Will be submitted directly to dmhrsiaccounts@tma.osd.mil by the Site Application Administrator (SAA)
        - Requests must be submitted on the Account Request Template form dated 6/30/2010

DO NOT ADD ANYTHING TO THE FORM; ONLY SUBMIT THE INFORMATION REQUESTED

Account Requests: through AMPO

Requests for the following roles must be submitted to Elizabeth Arzola, your AMPO Analyst and MEPRS Func SPT :

- Army Timekeeper Manager,
- DMHRSi Timekeeper Manager,
- Army LCA Manager,
- Army LCA Specialist (All Sites), and
- DMHRSi LCA Exceptions Manager

Locked/Stuck Timecards

- Timecards showing as locked should be submitted to AMPO immediately
- Request must be submitted via email to Elizabeth Arzola, Catherine Soto, MEPRS Army Func Spt and the site's AMPO Analyst
- DO NOT submit a timecard as stuck in a submitted status unless it has been in a submitted status for five working days; you have verified that it is not in the Timecard Approver's worklist .
  - Remember: Civilian Timecards will remain in submitted status until the reconciliation happens
- Human Resource issues should be forwarded to the Regional Human Resources POC

Questions